Nova Scotia Technology and Science Secretariat
Annual Accountability Report 2001-2002

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1. Accountability Statement

The Accountability Report of the Technology and Science Secretariat for the year ended March 31, 2002 is prepared pursuant to the Provincial Financial Act and government policy and guidelines. These authorities require the reporting of outcomes against Technology and Science Secretariat business-plan information for fiscal 2001-02. Such reporting includes estimates, judgements, and opinions by Secretariat management.

We acknowledge that this Report is the responsibility of the Technology and Science Secretariat management. To the extent possible, the Report is a complete and accurate representation of outcomes relative to the goals and priorities as set out in the Secretariat business plan for the year.

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Hon. Cecil P. Clarke
Minister

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Robert A. MacKay
Chief Executive Officer

2. Message From The Minister

In compliance with the Financial Measures Act of 2000, I am pleased to provide the 2001-2002 Accountability Report for the Technology and Science Secretariat (TSS).

Throughout 2001-2002, TSS had an established mandate to provide leadership and strategic direction that would allow government to implement its technology and information vision. The mandate also included a requirement to generate and evolve world-class technology and innovation infrastructure in the Province–infrastructure that would stimulate and support economic and social growth.

This dual focus recognized that IT and innovation are vital for enhancing both government operations and provincial social and economic development. That same focus also set the stage for an organizational re-alignment: On March 8, 2002, TSS merged with the Department of Economic Development to create the new Office of Economic Development (OED).

The transition to OED combines the strengths of the two former departments, allowing them as one organization to become the focal point for government to advance its economic, technological, and innovation agendas, in partnership with businesses, governments, and communities.

3. Introduction

The objective of the Accountability Report is to summarize the activities and results linked to the goals and priorities established in a department's yearly Business Plan. The 2001-2002 Technology and Science Accountability Report reflects the goals and priorities presented in the 2001-2002 TSS Business Plan.

4. Technology and Science Secretariat - Accomplishments 2001-2002

GOAL: PROVIDE LEADERSHIP, KNOWLEDGE, AND STRATEGIC DIRECTION TO ENABLE GOVERNMENT'S TECHNOLOGY AND INFORMATION VISION

Priority: Continue to provide support to the Business and Technology Advisory Committee (BTAC) and the Information Technology Directors Forum (ITDF).

- *2001-2002 Accomplishment:* The Deputy Minister of TSS continued to serve as BTAC Chair. TSS officials participated as members of the ITDF and provided staff secretariat support for both BTAC and the ITDF.

Priority: Provide direction, leadership, and coordination for the development of technology and information architectures, strategies, policies, and standards for the optimum use of technology and information to deliver better government.

- *2001-2002 Accomplishment:* Completed the development of Wide Area Network Security Policy, Standards, and Processes. The Policy and supporting Standards and Processes were approved by BTAC in March 2002.
- *2001-2002 Accomplishment:* Completed the development of Policy and Guidelines for the Distribution of Government-held Information. The Guidelines have been approved for use. Policy pending.
- *2001-2002 Accomplishment:* Completed the development of the draft Website Privacy Policy. The Policy was developed to provide direction and ensure that government web content complies with the Freedom of Information/Protection of Privacy Act. The draft statement is circulating across government for feedback.

Priority: Provide advisory and consulting services to the Government Information Management(IM)/Information Technology(IT) community by monitoring, researching, and publishing emerging trends, technologies, and best practices.

- *2001-2002 Accomplishment:* Developed a proposed Shared Service Delivery Model and supporting business case for the delivery of help desk, desktop, network, and training services.

Priority: Continue development and implementation of the government's Business Technology Strategy.

- *2001-2002 Accomplishment:* Completed Phase II of the Strategy, which provided recommendations pertaining to Policies, Standards, Methods, and Tools related to IT in Government. While the Project consisted of two phases only, subsequent work will

evolve from the recommendations. Received approval for a revised process for the definition and approval of Policies, Standards, Methods, and Tools. Next steps include development of an implementation plan for the approved processes.

Priority: Consult with stakeholders to develop a strategy for delivering e-government that will leverage opportunities and create the most benefits.

- *2001-2002 Accomplishment:* Began developing the e-government strategy, including identifying stakeholders and participating in related projects. These included the Website Improvement Project, and a pilot project introducing the concept of citizen-centered access to government. This 'portal' approach to government data and services is based on the requirements of citizens rather than the organizational structure of government.

Priority: Continue to develop and support the government IT/HR Strategy in partnership with the Public Service Commission.

- *2001-2002 Accomplishment:* Supported the Bargaining Unit Re-classification project by assisting with the development of a website to provide ongoing information. Also, identified issues and recommendations from the IT community that could be considered during the collective bargaining process.

Priority: Continue the development of the Telecommunications Acquisition Strategy. The objective is to find the best way to procure the telecommunications services government requires. (Current value–approximately $12 million per year).

- *2001-2002 Accomplishment:* Using a collaborative approach involving both government departments as well as the vendor community, a Request for Proposals (RFP) for the acquisition of telecommunications services has been released. Responses are due in early August 2002.

GOAL: FURTHER DEVELOP WORLD-CLASS TECHNOLOGY AND INNOVATION INFRASTRUCTURES IN NOVA SCOTIA THAT STIMULATE AND SUPPORT ECONOMIC AND SOCIAL GROWTH

Priority: Provide a visible, coordinated provincial government point of contact for technology, innovation, and research and development to help advance the growth of these key sectors.

- *2001-2002 Accomplishment:* This is an ongoing TSS responsibility. Through support of BTAC and the ITDF, and through ongoing project activity, TSS provides an active corporate-government focal point for IT policy, strategy, and planning.
- *2001-2002 Accomplishment*: TSS led an interdepartmental process to update the government's existing Innovation Policy, ensuring a more current policy framework to help enhance the innovation climate in Nova Scotia.

Priority: Help build highly evolved innovation systems and linkages through the creation and ongoing support of the Premier's Council on Technology and Innovation.

- *2001-2002 Accomplishment:* The Premier's Council on Technology and Innovation was not established in 2001-02. However, TSS staff continued to work with key innovation

partners (e.g. universities, colleges, other levels of Government, the private sector) to help foster the linkages needed to further the advancement of a climate conducive to innovation in Nova Scotia.

Priority: Continue creating the foundations for growth in the Nova Scotia information technology sector by building on the Federal-Provincial Information Economy Initiative (iei), its investment strategies and development partnerships, and linking the work of the iei with the Provincial Economic Growth Strategy.

- *2001-2002 Accomplishment:* The Information Economy Initiative (announced on May 29, 1998), is the largest coordinated public investment in information technology in Nova Scotia's history. The iei has provided improved Internet connections, hardware, software, technical support, and professional development for schools, universities, and communities across Nova Scotia. During 2001-2002, the iei Council continued the successful implementation of its four IT sector infrastructure-investment projects (iei-Schools, iei-Communities, iei-Universities, and the iei-High-speed Network). The Schools and the High-speed Network Projects are now complete.
  An iei 2 Strategic Framework and related consultation were finalized during the 2001-2002 fiscal year. In May of 2001, the iei Council Chair, the Department of Economic Development, Treasury and Policy Board, and senior staff in the Premier's Office worked with the TechTable Executive to organize the first *Premier's Executive IT Summit*.
  A plan to implement the iei/Digital Economy action plan has been developed and consultation has begun with potential partners in the Federal government, universities, and industry.

Priority: Ensure effective public access and use of information technology through the further development of the Industry Canada Community Access Program and the network of public access sites in Nova Scotia.

- *2001-2002 Accomplishment:* 2001-2002 was a very busy year for CAP. Final payments totaling over $600,000 were issued, to complete the establishment phase of sites where the public can go to access the Internet in their own communities. Another $1.3M was allocated towards regional sustainability projects. These projects were designed by CAP sites and their partners to meet immediate community needs for infrastructure, connectivity, and human resources, as well as to build long-term partnerships. Supplemental projects further developed the CAP Network in the province. For example, one project helped First Nations communities use existing IT and HR infrastructure to organize access to current online content about the community, as well as generate new content. Another project helped Regional Libraries integrate their IT and HR infrastructure into the CAP network. Finally, other funding levered or supplemented financing from other sources, to staff Regional Co-ordinator positions across the province. All regions readily acknowledge that these staff positions are vital to the development and sustainability of CAP sites and their networking potential.

Priority. Provide Provincial government leadership and coordination for the further development of Smart Communities throughout Nova Scotia.

- *2001-2002 Accomplishment:* During 2001-2002, TSS continued to support Smart Community projects in Nova Scotia. TSS provided direct representation as a member on the Board of the Western Valley Smart Community Project.

Priority: Monitor the quality of Nova Scotia's IT, technology, and innovation assets, the results achieved, and the innovation processes in place (with particular emphasis on rural areas), and ensure the Government is getting optimum leverage from its related investments.

- *2001-2002 Accomplishment:* This is an ongoing responsibility and function–project, policy, and strategy development.

Priority: Provide leadership, coordination, and support to the Nova Scotia Sustainable Communities Initiative (SCI).

- *2001-2002 Accomplishment:* TSS continues to actively support the Sustainable Communities Initiative. Support included TSS membership in SCI as Provincial Co-Chair.

5. TSS Human Resources–2001-2002

The Finance Corporate Service Unit has responsibility to deliver human resource programs to a number of clients, including the Technology and Science Secretariat. Working with the Public Service Commission, a major challenge is to provide essential support to the Technology and Science Secretariat in recruiting, selecting, training, developing, and rewarding employees to meet critical current and future human resource requirements.

Priority: In conjunction with the Public Service Commission, develop a common vision for human resources services, clearer roles and responsibilities, and agreed priorities for the development of professional human resource capability across government.

- *2001-2002 Accomplishment:* The Human Resource Community has established six strategic priorities for the effective delivery of human resource management across government. Committees have been formed to develop an effective approach to delivery on these strategies. Work is ongoing.

Priority: Support government's agenda with respect to achieving overall targets of fiscal improvement.

- *2001-2002 Accomplishment:* Work continues to ensure that effective human resource advice and assistance is provided when dealing with human resource management issues.

Priority: On-going delivery of the Bargaining Unit classification project that started in 2000 and delivery of the new MCP classification and compensation review project.

- *2001-2002 Accomplishment*: Job fact sheets for the Bargaining Unit classification project have been completed and submitted to the Public Service Commission. All

benchmark positions for the MCP classification and compensation review project have been completed. The next stage is to complete the writing of all other MCP job descriptions, with training expected to commence in September of 2002.

Priority: Work with managers to establish a human resource action plan and integrate the plan into the business-planning cycle.

- *2001-2002 Accomplishment:* This has been postponed due to the merger of Economic Development and TSS.

Priority: Provide on-going consultative support to managers on performance management and succession management.

- *2001-2002 Accomplishment:* Support and advice is provided on an on-going basis.

Priority: Assist with organizational review and restructuring as required.

- *2001-2002 Accomplishment:* With the current task of integrating the Economic Development and TSS organizational structures, advice and assistance is being provided to the management team responsible for developing the mandate, vision, and structure of the new organization.

6. TSS Financial Services–2001-2002

Priority: Meet the Secretariat's needs with respect to financial analysis in business-case development, Federal/Provincial cost-sharing and other user-fee recoveries, cost/benefit analysis, business planning, estimate and forecast planning and other projects.

- *2001-2002 Accomplishment:* Contributed to the TSS business planning process and provided ongoing financial reporting and analysis services to TSS management.
- *2001-2002 Accomplishment:* Provided assistance to the Minister and Deputy Minister during presentation of the Estimates in the House of Assembly.

Priority: Continue to ensure efficiency of financial procedures and processes within the Technology and Science Secretariat in compliance with PSAB government accounting guidelines.

- *2001-2002 Accomplishment:* Provided accurate financial information on a timely basis to Government Accounting Division, which assisted in the preparation of government's consolidated financial statements.

Priority: Support government's agenda with respect to implementation of major revision to financial management accounting policies, including increased financial accountability.

- *2001-2002 Accomplishment*: Implemented and ensured adherence to changes in limits for operational spending and another new tax ruling with regards to monthly travel allowances issued by The Canada Customs and Revenue Agency (CCRA).

Priority: Continue using the Asset Management Module of the Corporate Financial Management System (CFMS/SAP) in accordance with the corporate Tangible Capital Assets Policy. Ensure appropriate and accurate recording of capital assets, resulting in information that increases efficiency in the management of capital assets.

- *2001-2002 Accomplishment:* Ensured that all TSS-sponsored projects were submitted through the TCA prioritization process.

Priority: Continue to prepare formal documentation on automatic journal-entry procedures for divisions using this method of cost-recovery.

- *2001-2002 Accomplishment:* Procedures implemented to the extent possible.

7. Financial Results

In 2001-2002, TSS had an approved budget allocation of $3,372,000. Actual net 2001-2002 expenditures totaled $2,944,900. Savings came about through divisional expenditure-control related to general operating expenses, consulting services, and deferrals in filling staff vacancies. The following table provides a breakdown of authority versus actual 2001-2002 TSS expenditures.

Core Business Function	**2001-2002 Authority**	**2001-2002 Actual**
Corporate Strategies/Policies (Business Process Support, Strategic Planning, Technology Architecture, Information Management)	1684400	1190900
Provincial Technology and Innovation Initiatives (Community Access, Employment Initiatives, Information Economy Initiative, Premier's Council on Technology and Innovation)	1056100	1243800
Support Services: (Office of the Minister and Deputy Minister , Administration, Legal, Communications)	631500	510200
Total	3372000	2944900

8. Outcome Measures:

As a result of the establishment of the Office of Economic Development (OED) on March 8, 2002, existing outcome measures of the former Technology and Science Secretariat are currently being reviewed and will be modified to ensure a fit within the context of the OED organizational goals and priorities.